

## UNIFIED JUDICIAL SYSTEM

Policy 305

December 15, 1999

### **TRAVEL REIMBURSEMENT FOR NON-STATE EMPLOYEES**

Reimbursement of travel related expenses for non-state employees, with the exception of lodging expense, will be paid at the same rates and according to the same travel policies provided for judges and judicial branch employees.

While non-state employees are encouraged to seek rates similar to those offered to state employees, reimbursement claims for lodging expenses incurred by non-state employees will be at actual cost.

In some situations, arrangements may be made with and paid directly to a lodging establishment by the judiciary for non-state employees. In these instances, no reimbursement will be made for lodging to non-state employees.

Approved by the Supreme Court 12/15/99